

**Important Information
Concerning
Qualifying Income Trust (QIT) Submission Time Frames**

The Department for Medicaid Services previously announced that as of September 1, 2003, individuals who need Nursing Facility or Waiver services, but have income over \$1,656 per month would need to establish a Qualifying Income Trust by September 19, 2003, to maintain their Medicaid Eligibility.

In order to assist individuals who are having difficulty establishing the Trust, the Department is modifying the time frames as follows:

September 19, 2003	<p>1. Affected individuals must submit the trust to the Department for Community Based Services (DCBS) Office in the county in which the individual lives;</p> <p>OR</p> <p>2. Affected individuals may submit a letter of intent to establish the Trust to the DCBS Office in the county in which the individual lives. The letter must contain the individual's name, social security number, and the reason the individual was not able to meet the submission deadline.</p> <p>If either the trust or the letter of intent is received by September 19, 2003, the individual's Medicaid Eligibility will continue for October, 2003, without disruption.</p>
September 20 - 30, 2003	<p>If either the trust or the letter of intent is received during the period of September 20 - September 30, 2003, the individual's Medicaid Eligibility will be reinstated for October, 2003, however, there will be a delay in receipt of the Medical Card.</p>
September 30, 2003	<p>If neither the trust nor the letter of intent is received by September 30, 2003, the individual's Medicaid Eligibility will be discontinued effective October 1, 2003. A notice of discontinuance will be sent advising the individual that they have thirty days to appeal, and that if they appeal within ten days and request continued benefits, then benefits will continue during the appeal process.</p>
October 22, 2003	<p>Individuals who submitted letters of intent in September must submit the trust to the Department for Community Based Services (DCBS) Office in the county in which the individual lives by October 22, 2003, for the individual's Medicaid Eligibility to continue for November, 2003, without disruption.</p>
October 23 - 31, 2003	<p>For individuals who submitted letters of intent in September, if the trust is received during the period of October 23 - 31, 2003, the individual's Medicaid Eligibility will be reinstated for November, 2003, however, there will be a delay in receipt of the Medical Card.</p>
October 31, 2003	<p>If the individual submitted a letter of intent by September 30, 2003, but the trust is not received by October 31, 2003, the individual's Medicaid Eligibility will be discontinued effective November 1, 2003. A notice of discontinuance will be sent advising the individual that they have thirty days to appeal, and that if they appeal within ten days and request continued benefits, then benefits will continue during the appeal process.</p>

